

**BOARD OF LICENSED SOCIAL WORKERS
MEETING MINUTES
September 30, 2011**

The Board of Licensed Social Workers met on September 30, 2011 at the office of the Board of Medical Licensure and Supervision, 101 Northeast 51st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Joy Leuthard, LSWA, Board Chair
Larry Cassil, Jr., Esq., Vice Chair
Robert Lee, LCSW, Secretary
Antoinette Lempicki, LSW
Sarah Schulz, NASW President

Members Absent:

Kelly Harmon (joined meeting at 10:40 A.M.)

Also Present:

Karl Kramer, AAG
James Marks, Executive Director
Laura Maguire, Administrative Assistant

After roll call and noting that a quorum was present, Ms. Leuthard, Board Chair, called the meeting to order at 10:05 A.M.

The minutes from the July 29, 2011 meeting and minutes from the July 29, 2011 Executive Session were reviewed. Mr. Cassil moved to approve the minutes. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

The minutes from the August 22, 2011 special meeting were reviewed. Mr. Lee moved to approve the minutes. Ms. Schulz seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Robert Lee	Yes
Larry Cassil	Abstain
Toni Lempicki	Abstain
Sarah Schulz	Yes
Kelly Harmon	Yes

Laura Swingle, from the Office of State Finance, appeared before the Board to present the Office of the Oklahoma State Board of Licensed Social Workers' financial report. Handouts were provided to each Board member for review. Ms. Swingle provided a summary of receipts and disbursements, expenditures, encumbrances, the allotment budget, and available cash. Ms. Schulz moved to approve the financial report. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Angela Gilbreath appeared before the Board, requesting approval of supervision hours accumulated since the date of her original contract, November 11, 2007. This was Ms. Gilbreath's

second appearance before the Board. She presented the Board with documentation supporting the completion of her supervision. After discussion and reviewing documentation provided by Ms. Gilbreath, Mr. Lee moved to accept the documentation (as submitted) and, subject to payment of applicable fees, allow Ms. Gilbreath to move forward with application for licensure to sit for the clinical exam. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Uganda Jones appeared before the Board to provide the Board with additional information on a specific question on the application for licensure. Ms. Jones' application for LCSW, Exam ID only, was tabled at the July 29, 2011 meeting. After discussion with Ms. Jones, Ms. Lempicki moved to approve Ms. Jones for LCSW, Exam ID only. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon entered the meeting at 10:40am.

Jo Anne Henderson came before the Board with her supervisor, Suzanne Novotnak, requesting approval of supervision hours between July 26, 2011 and August 17, 2011. Ms. Henderson's supervision contract was officially approved by the Board office on August 18, 2011.

Ms. Henderson initially submitted a contract July 18, 2011, however it was lacking an official transcript indicating degree. Julia Reed, Board consultant, emailed Ms. Henderson and Ms. Novotnak that same day stating that the contract could be approved upon receipt of the official transcript which indicated degree received. Ms. Henderson reported that neither she nor her supervisor received that email. On July 26, 2011, the Board office received an official transcript for Ms. Henderson, but the degree received was **not** posted on it. Julia Reed said she spoke with Ms. Henderson on July 26, 2011, via phone, when the first transcript was received. She told Ms. Henderson the Board office would need an official transcript showing the MSW conferred.

Ms. Reed spoke with Ms. Henderson again on August 16, 2011, via telephone, and indicated that the Board office still needed an official transcript (with degree posted) in order to approve the contract. Ms. Henderson stated that she received verbal approval over the phone on July 26, 2011 from someone in the Board office. Mr. Marks responded by saying that the Board office would not approve a contract without having the appropriate paperwork, in this case, an official transcript with the masters' degree posted on it. Ms. Henderson said she thought the first transcript sent did have the degree received posted.

Ms. Novotnak stated that Ms. Henderson had no way of knowing that the University of Oklahoma did not send the correct transcript. She said she did not think Ms. Henderson understood that she could not begin supervision until the correct transcript was received when she spoke with Ms. Reed on July 26, 2011. She feels the miscommunication is a result of a clerical error within the university. She said another supervisee, graduating at the same time and beginning supervision at the same time, submitted a transcript with the degree posted.

The Board reviewed a portion of Rule 675:12-1-6 (c) (2), which reads: Any supervision completed prior to approval of the supervision contract will not be accepted. An official transcript with degree posted and current job description must accompany the contract.

Mr. Lee questioned if there was a way to craft a resolution that would minimize the impact of setting a precedent and still allow Ms. Henderson to count the hours of supervision completed between

July 26, 2011 and August 17, 2011. He suggested that Ms. Henderson's request could be approved based on an institutional error.

Mr. Marks did reiterate that the Board office did not provide verbal approval to retroactively approve the contract.

After further discussion, Mr. Lee moved to grant Ms. Henderson's request and backdate the supervision contract to July 26, 2011. Ms. Harmon seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Robert Lee	Yes
Toni Lempicki	No
Kelly Harmon	Yes
Sarah Schulz	Yes
Larry Cassil	Yes

Mr. Kramer presented the complaint log:

Complaint #2011-02 – Status is unchanged.

Complaint #2011-05 – Status is unchanged.

Complaint #2011-06 – Status is unchanged.

Complaint #2011-10 – Unable to locate the licensee to serve a Cease and Desist Order.

Complaint #2011-11 – Currently under review by the Complaint Committee.

Complaint #2011-12 – The Complaint Committee recommended dismissal of complaint due to the complaint not showing any violations that rise to the level of action being warranted by the Board. Mr. Cassil moved to approve the Complaint Committee's recommendation and dismiss the complaint. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Complaint #2011-13 – The Complaint Committee has requested more information related to the complaint.

Complaint #2011-14 – Currently under review by the Complaint Committee.

Complaint #2011-15 – The Complaint Committee recommended dismissal of complaint due to the complaint not showing any violations that rise to the level of action being warranted by the Board. Ms. Lempicki moved to approve the Complaint Committee's recommendation and dismiss the complaint. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Complaint #2011-16 – Currently under review by the Complaint Committee.

Complaint #2009-13 – Investigation was reopened when respondent was located. An investigation has been conducted. A hearing date has been set for November 18, 2011.

Mr. Marks led a discussion pertaining to the Sunset Review and the Board's request to the Legislature to extend the existence of the Social Work Practice Act beyond July 1, 2012. Each Board member was given a packet and survey draft copy that was used for last year's Sunset Review. The survey is used to facilitate a discussion about where the Oklahoma State Board of Licensed Social Workers stands as an agency. Mr. Marks has been in contact with the Deputy Director of Research with the House of Representatives. The Legislature will contact Mr. Marks to schedule a meeting. Mr. Marks suggested that he begin crafting responses related to the questions, forward these to the Board members, and address any suggestions they may have.

The Board discussed Mr. Marks' request to explore possible relocation of the agency should the option of remaining at the current location not remain available. After some discussion, Mr. Cassil moved to authorize the Executive Director to explore the possibility of relocating should the option of remaining at the current location not be available. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

The Board discussed the new background check authorization process and the actions the Board must take for members of the Board to legally access federal findings. Mr. Marks stated that the new background check, which requires fingerprinting, goes into effect November 1, 2011. He was informed by the OSBI that federal legislation dictates that Board members would not be able to access the records, whether the information is verbal or physical, without being fingerprinted themselves. Mr. Kramer stated he thought it dealt only with the actual records. Mr. Kramer and Mr. Marks will explore this further to determine if it will be necessary for the Board members to be fingerprinted in order to be eligible to review fingerprint results of licensure applicants.

The Board discussed the process of how the Board wishes to address the performance appraisal of the Executive Director. This was previously discussed at the July 29, 2011 Board meeting. Each Board member was given an evaluation of the Executive Director's performance. Mr. Kramer suggested that a committee be formed of two Board members. The committee would complete the evaluation and report back to the Board with their recommendation. The Board was in agreement with this. The committee will be composed of Ms. Leuthard and Mr. Lee. Mr. Cassil moved to nominate Joy Leuthard and Robert Lee to provide recommendations on the Executive Director evaluation. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Applications for licensure were presented. Ms. Lempicki moved to approve the following for LCSW, issue provisional:

Melissa Evans
Misti Luke-Kellett
Rose Steichen

Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve the following for LCSW, Exam ID only:

Debra Chatellier
Pamela Frantz
Anthony Harding

Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Danita Kollars** for LSW, Exam ID only. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve the following for LMSW, issue provisional:

Ashley Brown
Norma DiPietro
Ninoosh Hergenroeder
Kathy Ishcomer
Lee Kaplan
Charlene Lee
Sandra Mace

Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve **Tammie Patterson** for LMSW. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to approve the following for LCSW, issue provisional:

Martha Manning
Tammy Warren
Peter Yang

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to approve the following for LCSW, Exam ID only:

Tobi Panicker
Beatriz Roskopf

Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to approve the following for LCSW:

Terry (Pat) Beaverson
Grace McCauley
Elizabeth Weingart

Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil assumed Chair.

Ms. Leuthard moved to approve the following for LCSW, issue provisional:

Latisha Austin
Lois Huddleston
Kathryn Shelton

Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Kalisha Burtrum** for LSWA. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Lori Medina** for LCSW, Exam ID only. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve the following for Clinical BAS:

Michelle Deason

Julia Sheppard

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard resumed Chair.

Ms. Lempicki asked Mr. Marks if he would contact ASWB and obtain the pass rate for the state of Oklahoma. Ms. Lempicki expressed some concern regarding applicants that repeatedly fail the exam. Mr. Kramer noted that the Oklahoma State Board of Licensed Social Workers does not oversee the exam process.

Mr. Marks presented the Executive Director's report, providing updates on the following:

- Board member vacancy
- Agency data base
- ASWB Fall meeting and reception dinner.

Ms. Leuthard presented the Chair's report, providing updates on the following:

- ASWB Fall meeting

Under new business, Mr. Kramer noted that the emergency rules approved at the August 22, 2011 meeting will go into effect November 1, 2011. He said the Administrative Procedures Act requires the agency to make reasonable attempts to notify the people that are affected by the rule change. Mr. Marks said he would send a mass email, listing the emergency rule changes and explaining what the rule changes do. Mr. Kramer reminded the Board that at the November 18, 2011 Board meeting, the Board will approve the notice of rule-making intent, and set the hearing date for the following meeting in January, 2012.

There being no further business, Mr. Lee moved to adjourn. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative. Meeting was adjourned at 12:14 P.M.